



DATE: November 15, 2023

TO: Adjunct & Overload Instructors
Non-Instructional Certificated Employees

FROM: Debby Hackenberg, Director of Payroll (Ext. 6825)

SUBJECT: **Schedule of Payroll Issue Dates for Spring 2024**

SPRING 2024 PAYROLL ISSUE DATES

Pay Period	Issue Date
01/01/24 – 01/31/24	02/05/24
02/01/24- 02/29/24	03/05/24
03/01/24 - 03/31/24	04/05/24
04/01/24 - 04/30/24	05/03/24
05/01/24 - 05/31/24	06/05/24

Adjunct/Overload Instructors:

Full Term Classes: Taught Spring 2024 from 01/08/24 to 05/04/24

- Instructors will be paid in five (5) equal payments.

Short Term Classes: payment(s) are made according to number of pay period(s) worked.

- Example 1: Classes taught 02/01/24 – 02/29/24 (one pay period):
You will receive one (1) payment with an issue date of 03/05/24.
- Example 2: Classes taught 03/12/24 – 04/26/24 (two pay periods):
You will receive two (2) equal payments: one payment on issue date 04/05/24, the second on issue date 05/03/24.

Non-Instructional Certificated Employees:

(Library, Learning Center, Counseling and Other Programs)

Paid for the number of hours worked within a given pay period as reported to Payroll on the Non-Instructional Web Time Sheets.

Questions?

Adjunct & Overload Payroll Specialists:

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